



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>SAFETY SPECIALIST III</b>	<b>35</b>	<b>B</b>	<b>11.521</b>
OPTIONS A: Occupational Safety and Health – Consultation B: Occupational Safety and Health - Loss Control C: Occupational Safety and Health - Enforcement D: Occupational Safety and Health - Training E: Boiler/elevator Inspection F: Elevator Inspection G: Mine Safety and Health H: Railway Safety - Tracks I: Railway Safety - Motive Power J: Railway Safety - Hazardous Materials K: Railway Safety - Operating Practices			
<b>SAFETY SPECIALIST II</b>	<b>32</b>	<b>B</b>	<b>11.522</b>
OPTIONS A: Occupational Safety and Health - Consultation B: Occupational Safety and Health - Loss Control C: Occupational Safety and Health - Enforcement D: Occupational Safety and Health - Training E: Boiler/elevator Inspection			
<b>SAFETY SPECIALIST I</b>	<b>30</b>	<b>B</b>	<b>11.523</b>
OPTIONS A: Occupational Safety and Health - Consultation B: Occupational Safety and Health - Loss Control C: Occupational Safety and Health - Enforcement			

### SERIES CONCEPT

Through enforcement, consultation, and/or training activities, Safety Specialists promote recognized safety practices among businesses covered by State and federal safety and health laws and regulations. Positions in some options also include activities related to workplace health, including industrial hygiene sampling, identification of health hazards, application of laws and regulations pertaining to industrial hygiene, and instruction on a variety of industrial hygiene topics.

All options in this series require incumbents to identify or train others to identify safety and health hazards and violations, and recommend reasonable and feasible means of abatement; research specific technology and industry applications using technical references and consensus codes and standards; prepare written reports and/or training materials; make public presentations to promote knowledge of safety issues among the public and industry groups; and undertake professional development to maintain current knowledge of new technologies, standards, codes, rules and regulations. Positions in some options perform these duties in specialized fields such as mine inspection, railway safety, or boiler and elevator safety. In contrast, positions assigned to the Consultation, Loss Control, Enforcement, and Training options perform their duties in the full range of general industry operations and construction sites. Responsibilities of positions in the generic options do not typically extend to the areas covered by the specialized options.

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<b>SAFETY SPECIALIST I</b>	<b>30</b>	<b>B</b>	<b>11.523</b>
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### **SERIES CONCEPT (cont'd)**

Most positions in this series are employed in agencies responsible for providing workplace safety and health enforcement, consultation, and/or training services to entities external to the State. However, the lower levels of the series may also be assigned to a State agency's internal workplace safety programs to conduct inspections and accident investigations, provide technical assistance, train employees, and/or develop and implement workplace safety programs.

Perform related duties as assigned.

**OPTION A: CONSULTATION** Positions assigned to the Consultation option, conduct surveys of employer sites at the employer's request; conduct pre-inspection review of files and technical literature to identify potential hazards and recognized control and abatement procedures; ensure that appropriate technical and personal protective equipment is available for the visit. Convene opening conference with management to discuss the purpose of the visit, the employer's rights and responsibilities under the Nevada Occupational Safety and Health Act, the relationship of the State's Enforcement and Consultation programs, and the consultant's right to confer with employees during the survey. Review and evaluate employers' written workplace safety programs for regulatory compliance, specificity, comprehensiveness, and implementation effectiveness. In worksite inspection, review and analyze overall working and environmental conditions and work processes for compliance and for safety and health hazards. Sample common health hazards using routine industrial hygiene procedures. When identified hazards are imminently dangerous, take necessary steps to ensure employees are removed from danger. Conduct closing conferences with management, discussing the adequacy of the establishment's written workplace safety programs, safety and health hazards identified, standards not met, and the feasibility of engineering controls and abatement alternatives. Non-penalty citations may be issued.

Positions assigned to the Consultation option must influence employers to take preventive or corrective actions toward the goal of a safe workplace in the absence of enforcement authority. They assign abatement periods in which serious regulatory violations must be corrected. If serious hazards are not corrected, they must be referred to the Enforcement section.

Recommendations typically extend beyond regulatory compliance to consider state-of-the-art practices for safety program management, protection of the employer's investment, and enhanced operating effectiveness. Their interventions are aimed at causing management to set-up comprehensive systems that prevent hazards from occurring, and to value their safety management system equally with quality control and production systems. They must communicate persuasively with managers to promote change which can include significant expenditures and shifts in management philosophy, organizational culture, and work processes. Their findings and recommendations are documented in comprehensive reports.

Provide informal on-site instruction and training on hazard recognition, regulatory requirements, inspection techniques, safety program management, and safe methods of performing operational procedures.

**OPTION B: LOSS CONTROL** Positions assigned to the Loss Control option, provide assigned workers' compensation policyholders with a variety of business and safety-related consultation, technical assistance, and training with the goal of improving policyholders' risk management programs as related to industrial accidents and diseases, thereby reducing their frequency and severity, reducing employer's premium costs, and promoting policyholder satisfaction with workers' compensation services. Their consultation services are similar to those described above under the Consultation option, but much of their initial work with employers focuses on the company's workers' compensation premiums and claims experience. After establishing the relationship between these topics and workplace safety and health issues, they move into reviewing and assisting employers to develop their workplace safety programs, conducting hazard surveys, and writing reports of findings and recommendations.

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### **SERIES CONCEPT (cont'd)**

#### **OPTION B: LOSS CONTROL** (cont'd)

Establish and maintain contact with assigned group of policyholders, including those targeted for special services due to high claims experience, as well as those regularly assigned by geographical area or industry specialization. Review and analyze policyholders' loss history, and review national and statewide data for comparable industries to ascertain factors likely to contribute to accidents, injuries and occupational diseases. Respond to policyholder questions and concerns regarding workers' compensation, answering general policy questions and referring to other workers' compensation departments as needed. Assist policyholders to secure the best possible rate structure and lowest premium by providing guidance on experience modification calculations, retrospective ratings, risk classifications, loss ratios, and other factors affecting rates. Explain the economic reasons for employers to engage in a proactive program to manage risks associated with industrial accidents and diseases. Develop and present statistical data to quantify the economic and operational impact of workplace injuries and diseases on policyholders. Identify and recommend ways of reducing policyholders' highest loss potentials.

Assist employers to improve their risk management of industrial accidents and diseases through a wide range of administrative and safety-related interventions including employee hiring and training practices, claims management, written workplace safety programs, safety committees, work process design, operating procedures, hazard identification, and housekeeping. Provide technical assistance to employers in conducting job safety analyses and accident investigations.

Develop and present training programs and seminars for management and employees on a variety of loss control and safety topics. Management training topics include, but are not limited to, controlling workers' compensation costs, claims management, written safety programs, safety committees, hazard identification, the supervisor's role in safety, and accident investigation. Employee training topics include, but are not limited to, worksite ergonomics, video display terminal health and safety issues, driver improvement, electrical safety, fire prevention, hand and power tool safety, machine guarding, safe welding, forklift operation, body mechanics, personal protective equipment, and slip and fall prevention.

**OPTION C: ENFORCEMENT** Positions assigned to the Enforcement option make unannounced compliance inspections of employer sites covered by OSHA. These inspections follow similar procedures as described above for surveys performed under the Consultation option. When citing employers for violations, incumbents must identify a reasonable and feasible means of abatement. Differences between enforcement inspections and consulting surveys are that enforcement personnel must obtain search warrants when necessitated by denial of entry; their opening conferences must include employee representatives as well as management; they may use camera and video equipment for documentation; they classify violations according to regulatory guidelines and assign corresponding penalties; and their closing conferences with employer and employee representatives also cover proposed citations and monetary penalties, the employer's right to contest citations, and the requirement to post notice of citations. Although citations are generally issued for violations of OSHA standards, incumbents also cite hazards not covered by standards, using a general duty clause.

In addition to these inspections, positions assigned to the Enforcement option investigate industrial accidents resulting in serious injuries or fatalities, and investigate complaints against covered employers; coordinate investigation activities with emergency services and law enforcement personnel, State and employer's attorneys, and families of injured and deceased employees; secure physical evidence for custodial retention; determine cause of accident and contributing factors; and cite employers for violations.

Participate in informal conferences with cited employers and/or their legal representatives to consider and resolve specific concerns and mitigating circumstances, proposed penalties, availability of financial relief, proposed abatement schedules and procedures, and formal contest procedures. When citations are contested through litigation, provide State attorneys with complete information necessary to defend the challenged enforcement actions and testify as a technical or expert witness.

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### **SERIES CONCEPT (cont'd)**

#### **OPTION C: ENFORCEMENT** (cont'd)

Some positions in this option may be assigned to focus on conducting complaint investigations of alleged discrimination against employees based on safety-related activities protected by law. Interview complainant, witnesses, and company management; review relevant employer records; evaluate validity and merits of the complaint, adjudicability, and course of action to be recommended, considering relevant case law; negotiate withdrawal by complainant or settlement between the parties when appropriate.

Develop and maintain complete case files on each inspection and investigation.

**OPTION D: TRAINING** Positions assigned to the Training option design, develop, and present formal training on a wide range of safety and health regulations, standards, safe work practices, hazard abatement strategies, risk management and other management practices as related to workplace safety and health. Courses ranging from two to forty hours depending on scope and complexity may be presented at employers' worksites or at predetermined locations to reach multiple employers simultaneously. Their goals are to instruct, assist and motivate employers to achieve ongoing regulatory compliance, to take additional proactive steps to provide a safe working environment for employees, and to develop their safety-related management systems and internal capabilities for providing training to their own employees.

Incumbents conduct research and apply quantitative and qualitative analytical techniques to assess areas in which training is needed, determine appropriate frequency and duration of training, and identify training participants' pre- and post-training competency levels; develop course goals, objectives, practical exercises, training scripts and supporting materials; and evaluate effectiveness of training programs. Courses incorporate material from a variety of scientific disciplines including chemistry, physics, biology, physiology, toxicology, environmental science, and engineering. Course topics may include, but are not limited to: human factors engineering, biohazards, bloodborne pathogens, fall protection, confined space entry, respiratory protection, noise testing and hearing conservation, toxic and hazardous substances, scaffolds/ladders, powered industrial equipment operation, accident investigation, control of hazardous energy, excavation, principles of ventilation, process safety management, and written workplace safety plans.

**OPTION E: BOILER/ELEVATOR INSPECTION** Positions assigned to the Boiler/Elevator Inspection option conduct inspections of boilers, pressure vessels, elevators, dumbwaiters, escalators, moving walks, personnel hoists and related equipment; provide technical assistance to a variety of professionals; and perform related investigations as needed. Both internal (shutdown) and external (operating) inspections of assigned equipment are conducted to ensure compliance with safety standards of the Nevada Occupational Safety and Health Act, its regulations and adopted industry codes in effect at the time of the equipment's installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when inspecting elevator car tops, machine rooms, and pits, and when working in close proximity to operating boilers and pressure vessels; evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violation with time period for abatement; recommend citations and fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked; and order changes to the authorized operating pressure of boilers when warranted by the condition of the boiler.

Investigate industrial accidents and employer/employee complaints concerning boilers, elevators, and related equipment which include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; and may result in citations or permit suspensions; prepare investigation reports.

Provide technical assistance in response to inquiries from designers, constructors, architects, owners, users, service and repair organizations regarding the interpretation of code requirements, maintenance or operational problems with equipment.

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### **SERIES CONCEPT (cont'd)**

**OPTION F: ELEVATOR INSPECTION** Positions allocated to this option perform skilled work in the inspection of elevators, escalators, moving walks, dumbwaiters, personnel hoists, and related equipment; provide technical assistance to a variety of professionals; and perform related investigations as needed.

Conduct shutdown and operating inspections of assigned equipment to ensure compliance with safety standards of the Nevada Occupational Safety and Health Act, its regulations and adopted industry codes in effect at the time of the equipment's installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when inspecting elevator car tops, machine rooms, and pits; evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violation with time period for abatement; recommend citations and fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked.

Investigate industrial accidents and employer/employee complaints concerning elevators and related equipment which include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction and may result in citations or permit suspensions; prepare investigation reports.

Provide technical assistance in response to inquiries from designers, constructors, architects, owners, users, service and repair organizations regarding the interpretation of code requirements, maintenance or operational problems with equipment.

**OPTION G: MINE SAFETY AND HEALTH** Positions assigned to this option perform safety and health inspections pursuant to NRS 512.170, including metal and non-metal surface (open pit) and underground mines, mills, quarries and related facilities; develop and present federally required mine health and safety training courses; conduct mine accident investigations; and provide technical assistance to mine operators in their efforts to comply with State and federal mine safety regulations.

Conduct safety and health inspections to determine compliance with State and federal regulations and adopted codes. Areas inspected include, but are not limited to, ground control, fire prevention and control, air quality, ventilation, explosives (storage, transportation, use, blasting, and related equipment), electrical safety, equipment guards, personal protection, materials storage and handling, safety programs, and personnel hoisting. Inspections include measuring noise, dusts, metal, and toxic materials using routine industrial hygiene sampling procedures. Electrical ground resistivity tests are conducted to evaluate electrical safety, and mine ventilation surveys are conducted when internal combustion engines are in use underground. Conduct opening and closing conferences with mine operators and employee representatives; write reports substantiating findings; and maintain specialized equipment used in conducting inspections. Inspections may result in issuance of an order requiring abatement within a specified time period. If imminent danger is present, incumbents may issue an order prohibiting persons from entering an area, or prohibiting the use of equipment and machinery until an imminent danger has been corrected.

Develop and provide federally required formal training to mine operators and workers in the recognition, avoidance, and prevention of accidents or unsafe/unhealthful working conditions in mines which include new miner, refresher, first aid, mine rescue for surface and underground responders, and instruct-the-instructor; investigate mine accidents and/or disaster potential such as mine fires, explosions, inundations by water or gas, entrapments, falls of ground, and accidents involving machinery and haulage equipment; physically inspect site and equipment involved, interview witnesses, determine cause and contributing factors to extent possible, prepare a report of findings, and recommend procedures to prevent recurrence; may issue notices of violation and closure orders may be issued as a result of an investigation; testify at federal penalty hearings and civil court proceedings regarding their knowledge of conditions at mine sites and accidents.

Provide technical assistance to promote and improve mine health and safety conditions upon request of mine operators, e.g., in the areas of tunneling, explosive safety, pressure vessels, and equipment operations.

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### **SERIES CONCEPT (cont'd)**

**OPTIONS H, I, J, AND K: RAILWAY SAFETY - TRACKS, MOTIVE POWER, HAZARDOUS MATERIALS, OPERATING PRACTICES** Positions assigned to these options conduct inspections and investigations, and enforce State and federal safety regulations related to railroad motive power and rail car equipment, railway track structures, camp car protection and sanitation, bridge worker safety, handling of hazardous materials, or operational conditions of equipment; and review and advise on applications from railroads regarding track abandonment, agency closure, changes in grade crossings, and hazardous material storage, handling and transportation.

Make regular inspections of railway structures, equipment, procedures, documentation, facilities, and/or containers as assigned; investigate complaints regarding possible violations of federal or State regulations regarding railroad activities; interview persons with information about alleged violations; audit railroad company records and conduct surveillance operations to observe compliance with regulations; issue notices of defect, violation, or emergency orders depending of severity of violation and safety implications; prepare reports on inspections and investigations; and refer serious violations to Federal Railroad Administration.

Review applications filed for safety and compliance with relevant laws; investigate facts surrounding the applications; coordinate with other agencies that share jurisdiction or interest in the application; recommend staff position; provide testimony before governing body and in court to support the government's case as requested.

Conduct initial investigations of railway accidents; prepare reports encompassing all facts pertaining to the case. If first responder to an accident scene, ensure public safety until relieved by appropriate emergency response personnel.

Participate in public relations activities to educate the public regarding safety practices in relation to railroad operations.

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### **CLASS CONCEPTS**

**Safety Specialist III, All Options:** Positions allocated to this class function under general supervision at the journey level, performing the full range of duties outlined in the series concept for the assigned option. Incumbents regularly receive complex assignments requiring a broad knowledge of a variety of industries, or specialized expertise in a particular industry or process. Incumbents orient and train new Safety Specialists, may serve in a lead capacity on functional or team assignments, and may be assigned to focus on special projects.

This level is to be used only for positions whose enforcement, consultation, or training activities are part of a regulatory program directed toward external entities, as distinguished from positions that focus on internal workplace safety programs of the employing State department.

**Safety Specialist II:** Depending on the option to which assigned, as described below, this class may be used as an entry or continuing trainee level. In either case, progression to the journey level is not automatic and is based on the incumbent's meeting the minimum qualifications, satisfactory performance, and the recommendation of the appointing authority.

This level may also be used as the journey-level safety inspector, consultant, or trainer in a State department's internal workplace safety and health or loss control program.

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## CLASS CONCEPTS (cont'd)

### Safety Specialist II (cont'd)

**Options A and D: Consultation and Enforcement** This is a continuing training level for positions whose activities are part of a regulatory program directed toward external entities. Incumbents are assigned all or most of the duties described in the series concept.

**Option B: Loss Control** This is a continuing trainee level, at which incumbents possess sufficient knowledge and skills in industrial safety to perform the duties described in the series concept, but may need training in the workers' compensation insurance aspects of the duties, and/or in serving in a customer service-oriented consultant role. Incumbents are assigned all or most of the duties described in the series concept.

**Options D and E: Training and Boiler/Elevator Inspection** This is the entry level, at which incumbents work under supervision and receive training in performing some or all of the duties outlined in the series concept.

**Safety Specialist I, All Options:** Incumbents in this class work under close supervision and receive training in performing some or all of the duties described in the series concept. Progression to the next level is based on the incumbent's meeting the minimum qualifications, satisfactory performance, and the recommendation of the appointing authority.

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## MINIMUM QUALIFICATIONS

### **SPECIAL NOTES AND REQUIREMENTS FOR ALL POSITIONS IN THIS SERIES:**

- \* Candidates may be required to possess and maintain as a condition of employment a valid driver's license.
- \* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in those positions must submit to a pre-employment screening test for controlled substances.

### **SAFETY SPECIALIST III, OPTIONS A AND C: CONSULTATION AND ENFORCEMENT**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in Occupational Safety and Health, Safety Engineering, or the equivalent plus two years of experience as a Safety Officer or the equivalent which included primary responsibility in four of the following areas for both construction and general industry: hazard identification, hazard evaluation in relation to existing standards, hazard control design, hazard controls verification, safety/health program design, and safety/health program evaluation; **OR** a Bachelor's degree in environmental, biological or physical sciences, public health, or engineering, and four years of experience as described above; **OR** high school graduation or the equivalent, plus six years of experience as described above; **OR** one year as a Safety Specialist II in Nevada State service or equivalent experience (may be limited to option being recruited); **OR** an equivalent combination of education and experience. (See *Special Notes and Requirements*)

**Equivalency Statement:** Possession of Management or Comprehensive certification as a Certified Safety Professional will substitute for any of the preceding ways of qualifying for this class.

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## MINIMUM QUALIFICATIONS (cont'd)

### SAFETY SPECIALIST III, OPTION B: LOSS CONTROL

EDUCATION AND EXPERIENCE: One year of experience as a Safety Specialist II (Loss Control option) in Nevada State service or the equivalent. *(See Special Notes and Requirements)*

### SAFETY SPECIALIST III, OPTION D: TRAINING

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, occupational safety and health, or the equivalent, plus two years of adult education experience including curriculum development and course presentation on occupational safety and health-related topics; **OR** a Bachelor's degree from an accredited college or university in environmental, biological or physical sciences, hazardous materials, engineering, public health or a related field and four years of experience as described above; **OR** one year as a Safety Specialist II in the Training option in Nevada State service; **OR** certification as an Associate in Risk Management or a Certified Safety Professional, plus one year of experience as described above; **OR** an equivalent combination of education, certifications and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Options A, B, C, and D: Consultation, Loss Control, Enforcement, and Training

**Working knowledge of:** practical means to abate a broad range of known workplace hazards. **Ability to:** motivate employers to take proactive steps to achieve workplace safety; *and all knowledge, skills, and abilities required of the specific option and in these options at the lower levels of the series.*

Options A and C: Consultation, Enforcement

**Ability to:** independently conduct comprehensive surveys or compliance inspections in all industry classifications; direct the work of others on team assignments and train new employees; *and all knowledge, skills and abilities required in these options at the lower levels of this series.*

Option B: Loss Control

**Working knowledge of:** factors affecting workers compensation insurance premiums, including experience modifications, risk classifications, and loss ratios. **Ability to:** provide comprehensive risk assessments and loss control consultation, as related to industrial safety, to employers in one or more major industry segments; *and all knowledge, skills and abilities required in this option at the lower level of the series.*

Option D: Training

**Ability to:** develop and present professional-quality training programs on a wide range of technical workplace safety and health topics for the business community; *and all knowledge, skills and abilities required in this option at the lower levels of the series.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Options A and C: Consultation, Enforcement

**Ability to:** independently conduct comprehensive surveys or compliance inspections in complex worksites involving multiple disciplines and state-of-the-art processes; originate feasible means of abatement in unique situations; *and all knowledge, skills, and abilities required of the specific option.*

Option B: Loss Control

**Ability to:** provide comprehensive risk assessments and loss control consultation, as related to industrial safety, to employers with complex operations in a wide range of industries.

Option C: Enforcement

**Ability to:** investigate complex accidents to determine cause and contributing factors.



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### MINIMUM QUALIFICATIONS (cont'd)

#### SAFETY SPECIALIST III (cont'd)

##### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

###### Option D: Training

**Ability to:** conduct effective training on the most complex workplace safety and health topics.

#### SAFETY SPECIALIST III, OPTION E: BOILER/ELEVATOR INSPECTION

##### SPECIAL NOTES AND REQUIREMENTS (in addition to those required of all positions in this series)

- \* Possession of a State of Nevada Elevator Inspector's Certificate of Competency is required within six months of hire. Incumbents will be required to obtain certification as a Qualified Elevator Inspector (QEI) as a condition of continuing employment.
- \* At the time of hire into this class and as a condition of continuing employment, candidates must hold a commission as a National Board of Boiler and Pressure Vessel Inspector.

**EDUCATION AND EXPERIENCE:** The minimum education and experience requirements are the same as for Safety Specialist II, Boiler/Elevator Option, with the addition of the National Board Commission. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**  
(*These are identical to the full performance knowledge, skills, and abilities for Safety Specialist II, Option E: Boiler/Elevator Inspection.*)

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**  
**Working knowledge of:** Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, and National Electrical Code as related to boilers, elevators, and related equipment. **Ability to:** research code applications for nonstandard designs.

#### SAFETY SPECIALIST III, OPTION F: ELEVATOR SAFETY

##### SPECIAL NOTES AND REQUIREMENTS (in addition to those required of all positions in this series):

- \* Possession of a State of Nevada Elevator Inspector's Certificate of Competency is required within six months of employment. Incumbents will be required to obtain certification as a Qualified Elevator Inspector (QEI) as a condition of continuing employment.

**EDUCATION AND EXPERIENCE:** Successful completion of a nationally recognized Elevator Mechanic apprenticeship. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**  
**Working knowledge of:** AC/DC circuitry and solid state circuitry; the design, construction, operation, maintenance and repair of elevators and related equipment; principles governing hydraulic systems; basic mechanics. **General knowledge of:** welding procedures. **Ability to:** read and interpret mechanical and electrical drawings and specifications relating to the installation and operation of elevators and related equipment; inspect elevators and related equipment to detect deviations from prescribed standards; physically inspect elevator cars, machine rooms, and pits in a safe manner; use hand tools such as pressure gauges, tachometers, volt meters, light meters; perform standard mathematical calculations; write clear and concise reports; communicate effectively with persons contacted in the course of conducting elevator inspections; maintain equanimity in the face of resistance or hostility.

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### MINIMUM QUALIFICATIONS (cont'd)

#### SAFETY SPECIALIST III, OPTION F: ELEVATOR SAFETY (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** ANSI/ASME Safety Codes for elevators, escalators, and related equipment; the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code and National Electrical Code as related to elevators and related equipment; the operation of electrical and mechanical controls. **Ability to:** make oral presentations at conferences.

#### SAFETY SPECIALIST III, OPTION G: MINE SAFETY AND HEALTH

#### SPECIAL NOTES AND REQUIREMENTS (in addition to those required of all positions in this series):

- \* Per NRS 512.110, candidates must pass a medical examination to verify their physical fitness to perform the tasks of mine inspections or investigations prior to appointment. Annual medical examinations will be required following appointment to the position.

EDUCATION AND EXPERIENCE: Per NRS, 512.110, seven years of technical, operational or management experience in mines, mills, beneficiation plants, or smelters. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** metal and non-metal surface and underground mining processes, equipment, machinery, and the associated workplace safety issues. **Ability to:** establish and maintain effective working relationships with the regulated industry; communicate effectively orally and in writing; make oral presentations; write accurate, logical, and grammatically correct technical reports; physically conduct mine inspections which involve extended periods of walking over uneven, steep, or sloping terrain, and climbing of ladders, stairways, and escape ways; work underground in confined spaces, wet, dusty, and poorly illuminated environments.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** the provisions of NRS 512; industrial hygiene survey techniques as related to mining operations; principles of accident investigation; hearing and court procedures; State health and safety standards and regulations; State inspection procedures; applicable Federal health and safety standards. **Ability to:** consult with mine operators, workers and representatives to promote optimally safe mining practices; prepare and present formal training courses; use velometers, barometers, mine safety lamps, multiple gas detectors, dust samplers, mercury vapor monitors, sling psychometers, galvanometers, electrical earth ground testers, anemometers, sound level meters, fit test respirators, Brunton compasses, Drager universal testers, self-contained breathing apparatus, first-aid resuscitation equipment, basic hand tools, and audio-visual equipment.

#### SAFETY SPECIALIST III, OPTIONS H, I, J, AND K: RAILWAY SAFETY - TRACKS, MOTIVE POWER, HAZARDOUS MATERIALS, AND OPERATING PRACTICES:

#### SPECIAL NOTES AND REQUIREMENTS (in addition to those required of all positions in this series):

- \* Option H: As a condition of continued employment, incumbents must obtain and maintain Federal Railroad Administration certification as a track safety inspector within one year of employment.
- \* Option I: As a condition of continued employment, incumbents must obtain and maintain Federal Railroad Administration certification as a motive power and equipment inspector within one year of employment.

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### MINIMUM QUALIFICATIONS (cont'd)

#### **SAFETY SPECIALIST III, OPTIONS H, I, J, AND K: RAILWAY SAFETY:** (cont'd)

#### **SPECIAL NOTES AND REQUIREMENTS:** (cont'd)

- \* **Option J:** As a condition of continued employment, incumbents must obtain and maintain Federal Railroad Administration certification as a hazardous materials inspector within one year of employment.
- \* **Option K:** As a condition of continued employment, incumbents must obtain and maintain Federal Railroad Administration certification as an operating practices inspector within one year of employment.

#### **SAFETY SPECIALIST III, OPTION H: RAILWAY SAFETY - TRACKS**

EDUCATION AND EXPERIENCE: Four years of recent experience in railroad track construction or maintenance; **OR** a bachelor's degree from an accredited college or university in engineering or a related technical specialization and two years of the experience described above; **OR** successful completion of the Federal Railroad Administration's apprentice training program in Track Safety. *(See Special Notes and Requirements)*

#### **SAFETY SPECIALIST III, OPTION I: RAILWAY SAFETY - MOTIVE POWER**

EDUCATION AND EXPERIENCE: Four years of recent experience in the construction or maintenance of railroad rolling equipment; **OR** a bachelor's degree from an accredited college or university in engineering or a related technical specialization and two years of the experience described above; **OR** successful completion of the Federal Railroad Administration's apprentice training program in Motive Power and Equipment. *(See Special Notes and Requirements)*

#### **SAFETY SPECIALIST III, OPTION J : RAILROAD SAFETY - HAZARDOUS MATERIALS**

EDUCATION AND EXPERIENCE: Two years of recent experience in developing, administering, or performing managerial functions related to compliance with federal hazardous materials regulations; **OR** four years of recent experience in performing functions related to compliance with federal hazardous materials regulations; **OR** Bachelor's degree in environmental, biological, physical sciences, engineering or closely related field; **OR** successful completion of the apprentice training program as prescribed by the Associate Administrator for Safety. *(See Special Notes and Requirements)*

#### **SAFETY SPECIALIST III, OPTION K: RAILROAD SAFETY - OPERATING PRACTICES**

EDUCATION AND EXPERIENCE: Four years of recent experience in developing or administering railroad operating rules; **OR** successful completion of the apprentice training program. *(See Special Notes and Requirements)*

#### **SAFETY SPECIALIST III, ALL RAILROAD SAFETY OPTIONS:**

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** railroad rules, practices, record systems, and terminology common to operating and maintenance functions; the scope and major requirements of federal railroad safety laws and regulations. **General knowledge of:** rail transportation functions; the organization of railroad, shipper, and manufacturer companies; and standard industry rules for personal safety. **Ability to:** read and comprehend written materials such as training and enforcement manuals, regulations, operating and safety rules of the railroad, and similar materials; associate relevant statutes or regulations with observed violation; compose narrative reports of investigative findings that are clear, complete, and grammatically acceptable; record data on

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### MINIMUM QUALIFICATIONS (cont'd)

#### SAFETY SPECIALIST III, ALL RAILROAD SAFETY OPTIONS: (cont'd)

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

standard report forms with a high degree of accuracy; communicate orally; communicate and interpret statutes, rules and regulations to the regulated industry and the public; interact in a professional manner with railroad companies, coworkers, and the general public; maintain equanimity in the face of resistance or hostility; investigate and resolve complaints; *and all knowledge, skills, and abilities required of the specific option.*

##### Option H: Railway Safety - Tracks

**Detailed knowledge of:** track nomenclature, inspection techniques, maintenance methods, and equipment. **Working knowledge of:** State and federal laws and regulations associated with railroad track safety; operating practices and vehicle/track interaction sufficient to understand the safety significance of deviations and combinations of deviations; remedial action required to bring defective track into compliance with relevant standards. **Ability to:** read and understand engineering plans related to grade crossings; independently conduct inspections of railroad track structures in order to determine compliance with relevant State and federal laws; physically observe and inspect railroad track maintenance practices, safety and sanitation factors relevant to camp cars, and bridge worker safety factors to evaluate compliance with applicable standards; use railroad track test equipment and associated tools.

##### Option I: Railway Safety - Motive Power

**Detailed knowledge of:** construction, testing, inspection and repair of railroad freight and passenger cars, locomotives, and air brakes. **Working knowledge of:** State and federal laws associated with railroad motive power and equipment safety; procedures associated with the operation of freight and passenger cars, locomotives and air brakes sufficient to understand the safety significance of deviations and combinations of deviations; remedial action needed to bring defective freight and passenger cars, locomotives, and air brakes into compliance with applicable standards. **Ability to:** independently conduct inspections of railroad motive power and equipment in order to determine compliance with relevant State and federal laws; understand and detect deviations from railroad equipment maintenance standards accepted in the industry and required by regulation; use relevant tools to physically inspect railroad motive power and equipment maintenance and operation.

##### Option J : Railroad Safety - Hazardous Materials

**Detailed knowledge of:** transportation and operating procedures employed in the railroad, shipping, or manufacturing industries associated with the transportation of hazardous materials. **Working knowledge of:** the physical and chemical properties and chemical hazards associated with hazardous materials that are transported by railroad; proper remedial actions required to bring railroad, shipper, and/or manufacturing facilities into compliance with the federal regulations; proper remedial actions required when a hazardous materials transportation accident or incident occurs. **Ability to:** understand and detect deviations from the Department of Transportation's Hazardous Materials Regulations including federal requirements and industry standards for the manufacturing of bulk packaging used in the transportation of hazardous materials by railroad; conduct independent inspections to determine compliance with all pertinent sections of the federal hazardous materials regulations, make reports of those inspections and findings, and recommend the institution of enforcement actions when appropriate to promote compliance.

##### Option K: Railroad Safety - Operating Practices

**Detailed knowledge of:** railroad operating rules and practices, duties of railroad employees, and general railroad nomenclature. **Working knowledge of:** the requirements of the federal operating practices regulations including the remedial action required to bring railroad operations into compliance with regulations; operating practices and rules sufficient to understand the safety significance of deviations. **Ability to:** conduct independent inspections; make reports of inspections; recommend the institution of

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## MINIMUM QUALIFICATIONS (cont'd)

### SAFETY SPECIALIST III (cont'd)

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

##### Option K: Railroad Safety - Operating Practices (cont'd)

enforcement actions; and understand and detect deviations from railroad operating rules accepted in the industry.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** State and federal laws, rules, regulations, and practices relevant to assigned duties; investigative techniques and report writing. **Ability to:** establish and maintain cooperative working relationships with regulated industry personnel so as to encourage voluntary compliance with relevant State and federal requirements; respond to emergency incidents as required; determine when and how to conduct surveillance operations to gain information related to industry compliance.

### SAFETY SPECIALIST II, OPTIONS A, B, AND C: CONSULTATION, LOSS CONTROL, AND ENFORCEMENT

**EDUCATION AND EXPERIENCE:** A Bachelor's degree from an accredited college or university in Occupational Safety and Health, Safety Engineering, or the equivalent plus one year of experience as a Safety Officer or the equivalent, with assigned duties in at least three of the following areas: hazard identification, hazard evaluation in relation to existing standards, hazard control design, hazard controls verification, safety/health program design, and safety/health program evaluation; **OR** a Bachelor's degree in environmental, biological or physical sciences, public health, or engineering, and two years of experience as described above; **OR** high school graduation or the equivalent, plus four years of experience as described above; **OR** one year as a Safety Specialist I in Nevada State service or the equivalent (may be limited to option being recruited); **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

### SAFETY SPECIALIST II, OPTION D: TRAINING

**EDUCATION AND EXPERIENCE:** A Bachelor's degree from an accredited college or university in education, Occupational Safety and Health, or a closely related field plus one year of experience in adult education, including course presentation on occupational safety and health-related topics; **OR** an Associate in Applied Science degree from an accredited school in science, occupational safety and health, or a closely related field, and three years of experience as described above; **OR** current certification as an Associate in Loss Control Management, an Associate Safety Professional, or an Occupational Safety and Health Technologist, and two years of experience as described above; **OR** municipal, State, or national instructor certification in safety and health, hazardous materials, environmental sciences, fire science or a related field and two years of experience as described above; **OR** an equivalent combination of education, certifications, and experience. (*See Special Notes and Requirements*)

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

##### Options A, B, and C: Consultation, Loss Control, Enforcement

**Basic knowledge of:** principles and practices of industrial hygiene. **Ability to:** independently conduct comprehensive surveys or compliance inspections in construction or general industry; identify workplace health hazards of sufficient complexity to require referral to an Industrial Hygienist; *and all knowledge, skills and abilities required of the specific option and required at the lower level.*

##### Options A and B: Consultation and Loss Control

**Ability to:** Communicate effectively and persuasively with managers regarding survey findings and recommendations for improvement; *and all knowledge, skills and abilities required at the lower level.*

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## MINIMUM QUALIFICATIONS (cont'd)

### SAFETY SPECIALIST II (cont'd)

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

##### Option B: Loss Control

**Basic knowledge of:** principles and practices of contemporary loss control and risk management as related to workplace safety and health; *and all knowledge, skills and abilities required at the lower level.*

##### Options B and D: Loss Control and Training

**Ability to:** make oral presentations; operate audiovisual equipment; *and all knowledge, skills and abilities required at the lower level.*

##### Option D: Training

**Working knowledge of:** principles and practices of industrial hygiene; and principles of adult education. **Ability to:** develop and present professional-quality training programs on technical workplace safety for the business community; *and all knowledge, skills, and abilities required at the lower level.*

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

##### Options A, B, C and D: Consultation, Loss Control, Enforcement, and Training

**General knowledge of:** fundamentals of engineering. **Ability to:** maintain updated knowledge of changing standards, codes, and regulations; properly document case files; make effective oral presentations to defend findings and recommendations; operate and calibrate safety and health field equipment; *and all knowledge, skills and abilities required of the specific option at the lower level.*

##### Options A and D: Consultation and Training

**Ability to:** understand and communicate the rationale behind a wide variety of safety and health standards; analyze management and workplace safety systems to identify the system breakdown which has allowed a hazard to occur.

##### Option B: Loss Control

**Working knowledge of:** principles and practices of contemporary loss control and risk management as related to workplace safety and health. **Basic knowledge of:** factors affecting workers' compensation insurance premiums, including experience modifications, risk classifications, and loss ratios. **Ability to:** assist employers to improve their workers' compensation claims experience through interventions in employee hiring and training practices, claims management, work process design, and operating procedures; develop and present occupational safety and health training programs; assess training needs of specific audiences.

##### Option C: Enforcement

**Ability to:** defend findings under the scrutiny of administrative appeals and legal proceedings; determine cause and contributing factors in workplace accidents.

### SAFETY SPECIALIST II, OPTION E: BOILER/ELEVATOR INSPECTION

#### SPECIAL NOTES AND REQUIREMENTS (in addition to those required of all positions in this series):

- \* Candidates must pass the National Board of Boiler and Pressure Vessel Inspector's Examination within twelve months of hire.

**EDUCATION AND EXPERIENCE:** Graduation from high school or the equivalent education and three years of full-time experience in high-pressure boiler and pressure vessel design, construction, repair, inspection, or operation of high-pressure boilers and pressure vessels; **OR** an Associate's degree in one of

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## MINIMUM QUALIFICATIONS (cont'd)

### SAFETY SPECIALIST II, OPTION E: BOILER/ELEVATOR INSPECTION (cont'd)

#### EDUCATION AND EXPERIENCE: (cont'd)

the mechanical technologies from an accredited college and two years of the above experience; **OR** a Bachelor's degree from an accredited college or university in engineering or a closely related curriculum and one year of the above experience. (*See Special Notes and Requirements*)

#### ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** AC/DC and solid state circuitry; basic mechanics; principles of thermodynamics; the design, construction, operation, maintenance, and repair of boilers, pressure vessels; safety precautions necessary around operating high pressure steam boilers; the practical application of fractions, percentages, rates and proportions, algebra, and geometry to compare design specifications to code. **Basic knowledge of:** welding procedures. **Ability to:** physically inspect boilers in a safe manner; establish and maintain cooperative working relationships; communicate effectively with persons contacted in the course of conducting inspections.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** ASME National Board Boiler and Pressure Vessel Codes; ANSI/ASME Safety Codes for elevators, escalators, moving walks and related equipment; the design, construction, operation, maintenance and repair of elevators and escalators; hydraulic systems; non-destructive testing evaluation techniques such as ultrasonic, radiographic, liquid penetrant, and magnetic partial eddy current; electrical and mechanical controls; safety precautions necessary around elevator cars, machine rooms and pits. **Ability to:** read and interpret mechanical and electrical codes, standards, drawings and specifications related to the installation and operation of boilers, pressure vessels, elevators, and escalators; inspect boilers and elevators and related equipment to detect deviations from prescribed standards; write clear and concise reports; maintain equanimity in the face of resistance or hostility; make oral presentations at conferences with management; physically inspect elevator cars, machine rooms, and pits in a safe manner.

### SAFETY SPECIALIST I, ALL OPTIONS:

**EDUCATION AND EXPERIENCE:** A Bachelor's degree from an accredited college or university in Safety and Health, Engineering, Chemistry, Biological or Physical Sciences, Fire Science; **OR** an Associate's degree in Safety or a closely related field, and two years of experience in the building trades, industrial operations, or occupational safety and health enforcement or consultation in which safety hazard recognition and correction was a specific duty; **OR** high school graduation or the equivalent and three years of experience as described above; **OR** and equivalent combination of education and experience. (*See Special Notes and Requirements*)

### SAFETY SPECIALIST I, OPTION A: CONSULTATION

**EDUCATION AND EXPERIENCE:** In addition to the college majors listed above, a degree in business administration is also acceptable.

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

##### All Options:

**General knowledge of:** current workplace safety issues; standard mechanical and scientific terminology, measures, and concepts as relevant to workplace safety; the practical application of statistical data and mathematics through algebra. **Ability to:** research and understand applied technical information from a variety of scientific and mechanical disciplines; write organized, grammatically correct reports and correspondence; communicate effectively; establish and maintain cooperative working relationships; maintain composure in the face of resistance, indifference, and hostility; analyze operations problems and business

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### MINIMUM QUALIFICATIONS (cont'd)

#### SAFETY SPECIALIST I (cont'd)

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

###### All Options:

practices, identify relevant factors and relationships, recognize alternatives and their implications, and formulate logical, objective conclusions; physically conduct inspections requiring prolonged standing, walking, climbing, bending and twisting, stooping, and/or reaching.

##### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** major references, codes and standards used in occupational safety and health, including federal OSHA, Nevada OSHEs, and adopted codes for general industry and construction; use and limitations of safety and health environmental monitoring equipment. **Ability to:** identify workplace hazards and violations of accepted standards; propose reasonable means of correcting workplace hazards; operate various safety and health field equipment; conduct fact-finding interviews with employers and employees; read and understand engineering drawings, plans, and specifications; work collaboratively with employers to exchange information and develop reasonable correction strategies for workplace hazards; set priorities which accurately reflect the relative importance of job responsibilities; *and the knowledge, skills and abilities required of the specific option.*

###### Option B: Loss Control

Ability to: develop materials for safety training programs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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REVISED:	12/24/97UC	12/24/97UC	12/24/97UC
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC